

SUGGESTED GUIDELINES FOR PROPER PREPARATION OF CJA 24 VOUCHERS

<u>Block No.:</u>	<u>Instructions:</u>
1:	Enter District Code: HIXHO
2:	Enter name of defendant/person represented.
3:	Enter Magistrate docket number, if applicable
4:	Enter District Court case number. (Include defendant number where applicable.)
5:	Enter Court of Appeals case number.
7:	Enter short case title.
8:	Designate payment category.
9:	Designate type of person represented.
10:	Enter Criminal Case Code: CC
11:	Enter U.S. Code, Title, and Section.
12:	Examples include: Appeal; Use at trial for closing argument; Use at trial for cross examination.
13:	List specific dates of all proceedings to be transcribed. Dates must conform with Transcript Designation and Ordering Form filed with the court. Transcript rates or proceedings requiring special authorization by the Court must be designated in Blocks 14 B and C.
14:	Check appropriate box(es) in B and C for initialing by the Court.
15:	Print and sign your name; date; provide telephone number; check appropriate box.
16:	This block is for the Court's signature.
17:	Check appropriate box. (Names and addresses of court reporters are listed on back of page.)
18:	Enter name and address of Court Reporter. There should be a CJA 24 voucher for each court reporter named in the Transcript Designation and Ordering Form.

Distribution of CJA 24 Voucher: Upon completion of the voucher, route through Clerk's Office (Financial Department) for court authorization and approval.

Note: All interlineations or amendments to vouchers must be initialed and dated. Denied CJA vouchers, or a copy thereof, should be routed to the respective court reporter(s) as soon as possible.

Please be advised that preparation of the transcript(s) will commence only upon receipt of a properly executed CJA 24 voucher.

**APPROVED/DENIED CJA VOUCHERS MAY BE PICKED UP AT THE CLERK'S
OFFICE UPON NOTICE FROM THE FINANCIAL DEPARTMENT.
PANEL ATTORNEYS ARE RESPONSIBLE FOR TIMELY SERVICE ON THE
COURT REPORTER(S).**

CJA 24 VOUCHER (BLOCKS 17, 18, AND 19):

Official Court Reporters:

Stephen B. Platt (808) 536-2699
Debra Kekuna Chun (808) 534-0667
Cynthia Tando Fazio (808) 528-2316

Mailing Address:

P.O. Box 50131
Honolulu, HI 96850

Contract Court Reporters:

Terrence Chun (808) 783-1360

P.O. Box 561
Honolulu, HI 96809

Lisa Groulx (808) 225-5701

P.O. Box 102
Honolulu, HI 96810

Julie Peterson (808) 926-1719

Fax: (808) 923-4241

Transcript Rates Schedule

Promulgated by the Judicial Conference of the United States and adopted by Chief Judge David Alan Ezra on September 7, 1999.

Advance notice of a minimum of 72 hours is required for Daily and Realtime services. Rates for digital copies of transcripts are the same as allowed for paper transcripts.

*A draft transcript produced by a Certified Realtime Reporter (CRR) as a byproduct of Realtime to be delivered electronically during proceedings or immediately following adjournment and requires the purchase of a certified transcript at the Ordinary rates.

	Delivery	Original	First Copy	Each Additional Copy
Ordinary	30-day	3.00	.75	.50
Expedited	7-day	4.00	.75	.50
Daily	Next morning	5.00	1.00	.75
Hourly	Within hours	6.00	1.00	.75
Realtime*	Immediate	2.50	1.00	1.00